

**UNION BANK RECRUITMENT PROJECT 2023-24**  
**(RECRUITMENT OF MERITORIOUS FEMALE SPORTSPERSONS)**

**RECRUITMENT NOTIFICATION**

Union Bank of India (herein after called the Bank), a leading listed Public Sector Bank with Head Office in Mumbai and having Pan India, as well as, overseas presence, invites On-line Applications for recruitment of Female Sportspersons.

**1. DETAILS OF THE POSTS/VACANCIES:**

S. No.	Name of Sports/Game	Post	Basic Pay Scale*	Vacancies
1.	Hockey	Single Window Operator- 'A' / Clerk	17900-1000/3-20900-1230/3-24590-1490/4-30550-1730/7-42660-3270/1-45930-1990/1-47920(20 Years)	11 (Female)

\*In addition, Special Allowance, Dearness Allowance and other allowances will be payable as per prevailing rules and regulations in the Bank. Further, the Clerks will be eligible for LFC, reimbursement of medical/hospitalization expenses and other perquisites as per the policy of the Bank.

**Note:**

There is no reservation for SC/ST/OBC/EWS/Persons with Benchmark Disabilities. The number of vacancies is provisional and may vary according to actual requirements of the Bank.

Abbreviations stand for:

SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS - Economically Weaker Section, GEN - General/Unreserved Category

**2. SCHEDULE OF EVENTS:**

Start Date for payment of fees / intimation charges and submitting the ON-LINE application.	<b>19.04.2023, 00:00 Hrs.</b>
Last Date for payment of fees / intimation charges and submitting the ON-LINE application.	<b>09.05.2023, 23:59 Hrs.</b>

**Note:** Applicants are advised to apply only after carefully reading and understanding the contents of this notification.

**3. ELIGIBILITY CRITERIA:**

Candidates, intending to apply for the above post should ensure that they fulfill the eligibility criteria specified herein below before applying.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the posts. Candidates must necessarily produce the relevant documents in original and a photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications etc. as indicated in the online application form at the time of field trial and any subsequent stage of the recruitment process as

required by the Bank. However, merely applying for / appearing for and/or qualifying at any stage of selection process for the post/s does not imply that a candidate will necessarily be eligible for employment / confer right on him / her for appointment in the Bank. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India/Bank in this regard. No request for considering the candidature under any category other than the one in which one has applied will be entertained.

**(A) Nationality / Citizenship:**

An applicant must either be -

- (i) a citizen of India or
- (ii) a subject of Nepal or
- (iii) a subject of Bhutan or
- (iv) a Tibetan refugee who migrated to India before 1<sup>st</sup> January 1962 with the intention of permanently settling in India or
- (v) a person of Indian origin who has migrated from Pakistan / Burma / Sri Lanka / East African countries of Kenya / Uganda / the United Republic of Tanzania (formerly Tanganyika and Zanzibar) / Zambia / Malawi / Zaire / Ethiopia or Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii) / (iii) / (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India before the date of this notification.

**(B) Age, Educational Qualifications & Sports Qualification):**

**POSTCODE 01: 11 Vacancies(Female) of Single Window Operator-'A'/Clerks**

**Age:**

Minimum : 18 years

Maximum : 28 years

**Minimum Educational Qualifications:**

Bachelor Degree (Graduation) in any discipline from a University recognized by the Govt. of India or any equivalent qualification recognized as such by the Central Government.

**Note:** if a Sports Person is having outstanding sports achievements but who does not possess the minimum educational qualifications as referred above; the candidate may be permitted to participate in a recruitment process by relaxation in minimum educational qualification, subject to the acquiring of the same within a period of three years from the date of his / her appointment.

**Sports Qualifications (For Hockey Sport Discipline):**

i. A candidate should have -

- represented the Country in International competition, or
- represented any State in National competition, or
- represented any District in State level competition, or
- represented any University in Inter-University competition conducted by Inter University Sports Board, or represented any State School team in the National sports / Games for Schools conducted by the All India School Games Federation, or been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive, as a Sportsperson of the Game or Sports discipline for which Recruitment is to be conducted by the Bank.

ii. At the time of the appointment, the candidate must be an active sports person and his / her last participation should be within 1 year prior to the date of issue of notification for the recruitment and should be fit enough to take part in future tournaments as well.

iii. Certificates relating to efficiency / merit / representation in sports would be required to be submitted, as issued in the prescribed format by the competent authorities to evidence credentials in respective game / sports.

**Note:**

- (1) All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. of India/ approved by Govt. Regulatory Bodies.
- (2) The candidates may be posted anywhere in India as per the requirement of the Bank.
- (3) Candidates having the requisite qualification stipulated for the post can only apply.
- (4) Multiple applications will be summarily rejected.
- (5) The candidates must have attained the stipulated criteria like age & sports qualification as on 01.04.2023.
- (6) The cut-off date for Educational Qualification shall be the last date of receiving the application i.e. 09.05.2023.

**(C) Relaxation in Upper Age Limit:**

SN	Category	Age
1	Scheduled Caste / Scheduled Tribe	5 years
2	Other Backward Classes (Non-creamy layer)	3 years

**Note:**

(i) The maximum age limit specified in point 'B' above, is applicable to General/EWS Category candidates.

(ii) Candidates seeking age relaxation will be required to produce the original caste certificate and submit copies of necessary certificate(s) at the time of field trial and at any subsequent stage of the recruitment process as required by Bank.

**4. PROBATION PERIOD:**

The selected candidates will be on Probation for a period of 6(six) months of active service from the date of his / her joining the Bank.

**5. SELECTION PROCESS:** The selection process will comprise of three phases as under:

S. No.	Selection Phase	Total Marks
Phase-I	Sports Proficiency	50
Phase-II	Field Trial	100
Phase-III	Written Test	50

**Note:** The Bank reserves the absolute right to decide as to whether to use all or any of these modes for selection for the notified post and change the order or deletion of any of the selection phases.

a) **Sports Proficiency:** In the 1st phase, all the applicants will be ranked based on their Sports Proficiency. The Proficiency will be of maximum 50 marks and evaluated on the basis of their participation and achievements in recognized tournaments / events in the immediately preceding three financial years, as per details accompanied by supporting certificates furnished by the applicant. Thereafter, the shortlisted candidates, in order of merit, shall be called for further process in the ratio of 1:10.

b) The tournaments / events will be evaluated in the following descending order of importance:

- i. International tournaments/ events of Universal importance like Olympics, World

- Games, etc.
- ii. International tournaments/ events of Regional importance like Asian Games, Commonwealth Games, Afro-Asian Games, etc.
  - iii. Other International tournaments / events of local importance
  - iv. Domestic tournaments / events of National level of seniors like National Games, National Federation Games etc.
  - v. Domestic tournaments / Events of National level of Juniors
  - vi. Inter-university tournaments
  - vii. National School Games
  - viii. National Physical efficiency drive certificate holders
- c) While evaluating the achievements in the tournaments / events as mentioned above, 1st Place winners will be given more weightage than 2nd Place winners who in-turn will be given more weightage than 3rd Place winners. Participants in International tournaments / events will also be given weightage even if they have not secured any place.
- d) While evaluating the performances of the sports persons in team events, if it is noticed that the concerned sports person has not actually played even in a single game despite he/she being a member of the team, no weightage will be given to him/ her for the said tournament / event.
- e) The best three performances only in each of the immediately preceding three financial years will be considered for evaluation, details of which is to be furnished along with the application. If a candidate has played more than 3 matches in different events in a year, the best three performances will be considered for awarding the marks. Also, if a candidate has played less than three matches in a year, then the marks will be awarded for the matches/events only he participated in and zero marks will be given for the non-participation.
- f) Sports achievements certified by the authorities recognized by the Government of India - Department of Sports or by the similar departments under any State / Local Government only shall be considered.

(ii) **Field Trials:** In the 2<sup>nd</sup> phase of the Selection Process, the candidates will be called for Field trials in the ratio of 1:10 in order of merit i.e. 10 times of no. of vacancies, to assess their proficiency and fitness. The Field Trial will be of 100 marks and minimum qualifying marks will be 50% i.e.50 marks, for both the General as well as the Reserved Category candidates.

(iii) **Written Test:** In the 3<sup>rd</sup> Phase of the Selection Process, a specified number of candidates who qualify in the Field Trial will be called for a Written Test. The Written Test on general sports awareness shall be of 1 hour duration consisting of objective multiple choice questions in English and Hindi comprising of 50 marks. The minimum qualifying marks will be 50% i.e. 25 marks for General category candidates and 45% i.e. 23 marks for the reserved category candidates.

**Note:** Merit list of the candidates based on the marks obtained by them as narrated above will be prepared in descending order. The final selection will be made on the basis of this merit list up to the number of vacancies. In case of tie, the decision of the Bank will be final and binding on the candidate.

**Note:** The success in any phase of the selection process confers no right to appointment unless the Bank is satisfied that the candidate is suitable in all respect for appointment to the post.

**Note:** All field trials will culminate into the prescribed dope test. Candidates testing positive in the Dope test will be disqualified for the entire process.

## 6. EXAMINATION CENTERS:

The Field Trial and written examination will be held at Mumbai only. The dates, schedule and full address of the Venue shall be intimated on registered Email ID in due course.

However, the Bank reserves its right to change the centre of Field trial, written examination centre and dates at its sole discretion.

## 7. List of Documents to be produced at the time of Field Trials (as applicable):

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of field trial failing which the candidate may not be permitted to appear for the field trial. Non submission of requisite documents by the candidate at the time of field trial will prohibit the candidate for further participation in the recruitment process.

- (i) Printout of the valid Call Letter
- (ii) Valid system generated printout of the online application form registered for the recruitment process.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identity Proof as indicated in Point 12 of the advertisement.
- (v) Mark sheets or certificates for educational qualifications. Proper document from Board / University for having declared the result on or before 00.00.2023 has to be submitted.
- (vi) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in case of the SC / ST / OBC category candidates.
- (vii) Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They shall be classified as General in the online application form.
- (viii) Persons falling in categories mentioned in point (vi) & (vii) above should produce a certificate of eligibility issued by the Govt. Of India
- (ix) Certificates relating to efficiency /merit /representation in sports would be required to be submitted, as per prescribed formats, if any, from the following authorities to evidence credentials in respective game / sports concerned:

### List of authorities competent to award certificates of Sports qualifications:

SN.	Competition	Authority awarding certificate
a.	International Competition	Secretary of the National Federation of the game concerned.
b.	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned.
c.	State Competition	Secretary of the State Association of the Game concerned.
d.	Inter-University Competition	Dean or other Officer in overall charge of Sports of the University concerned.
e.	National Sports Games for Schools	Director or Additional/Joint or Deputy Director in overall charge of Sports/Games for schools in the Directorate of Public Instructions / Education of the State
f.	Physical Efficiency Drive	Secretary or other officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare, Government of India

- (x) Any other relevant documents in support of eligibility.

### Note:-

- Candidates will not be allowed to appear for the field trial if the candidate fails to produce the relevant Eligibility documents as mentioned above.
- Non production of relevant eligibility documents at the time of field trial shall make the candidate ineligible for further process of recruitment.
- No documents shall be directly sent to Banks by candidates before or after the field trial.

**The Competent Authority for the issue of the certificate to SC / ST / OBC is as under (as notified by GOI from time to time):**

**For Scheduled Castes / Scheduled Tribes / Other Backward Classes:** (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

Candidates belonging to SC, ST, OBC, EWS categories have to submit certificates in support of it at the time of field trial.

**8. HOW TO APPLY:**

**DETAILED GUIDELINES/PROCEDURES FOR**

**(A) APPLICATION REGISTRATION**

**(B) PAYMENT OF FEES**

**(C) PHOTOGRAPH, SIGNATURE LEFT THUMB IMPRESSION, HAND-WRITTEN DECLARATION IMAGE SCAN AND UPLOAD**

**(Details provided in Annexure-I)**

Candidates can apply through online mode only and no other mode of submission of application will be accepted.

**APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE):**

Category of Applicant	Amount Payable*
UR/OBC	Rs.850.00 (Inclusive of GST)
SC/ST/PwBD Candidates	Rs.175.00 (Inclusive of GST)

**\*Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.**

**(A) Application Procedure:**

(i) Candidates are first required to go to the Bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) and click on the 'Recruitments' Page to open the Career Overview Page, 'Click to View the Current Recruitment' to open the link "Recruitment of Meritorious Female Sportspersons" and then click on the option "CLICK HERE TO APPLY ONLINE" to open the On-Line Application Form.

(ii) To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

(iii) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required.

- (iv) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the “COMPLETE REGISTRATION”.
- (v) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- (vi) Validate your details and Save your application by clicking the “Validate your details” and “Save & Next” button.
- (vii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed in Annexure-I.
- (viii) Candidates can proceed to fill other details of the Application Form.
- (ix) Click on the Preview Tab to preview and verify the entire application form before “COMPLETE REGISTRATION”.
- (x) Modify details, if required, and click on “COMPLETE REGISTRATION” only after verifying and ensuring that the photograph, signature & Thumb Impression uploaded and other details filled by you are correct.
- (xi) Click on “Payment” Tab and proceed for payment.
- (xii) Click on 'Submit' button.

**(B) PAYMENT OF FEES:**

**ONLINE MODE:**

- (i) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets/UPI.
- (iii) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- (iv) On successful completion of the transaction, an e-Receipt will be generated.
- (v) Non-generation of 'e-receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- (vi) Candidates are required to take a printout of the e-receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
- (vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- (viii) To ensure the security of your data, please close the browser window once your transaction is completed.

**Note:**

- a) After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press back or Refresh button in order to avoid double charge.
- b) After completing the procedure of applying on-line including payment of fees / intimation charges, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the Bank.

All the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination, Qualifications, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. Bank will not be responsible for any consequences arising out of furnishing incorrect and incomplete details in the online application form or omission to provide the required details in the online application form.

- c) An online application which is incomplete in any respect such as without proper passport size photograph, signature & thumb impression, hand written declaration, incomplete application, non-payment of application fee will be summarily rejected without any communication to the candidate.
- d) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the Bank's website on account of heavy load on internet/website jam.
- e) Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.
- f) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
- g) Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false/incorrect at a later stage.

An email / SMS intimation with the Registration Number and password generated on successful registration of the application will be sent as a system generated acknowledgement to the email ID / Mobile Number specified in the online application form. If candidates do not receive the email and SMS intimations at the email ID / Mobile number specified by them, they may consider that their online application has not been successfully registered.

*Note: An application once made will not be allowed to be withdrawn and the fees once paid will not be refunded on any account nor can it be held in reserve for any other examination or selection. Therefore, before applying online for the post the candidate should ensure that he / she fulfills each of the eligibility criteria and other norms, including possession of documents, as mentioned in this notification.*

#### **9. APPLICATIONS FROM SERVING EMPLOYEES OF THE BANK:**

Subject to their fulfilling the eligibility criteria, existing employees of Union Bank of India may apply same as mentioned above and will send a copy of application through proper channel (HR Departments of the Regional Office / Field General Manager's Office under whose jurisdiction they work). Such applicants, if selected, shall resign from their present positions in the Bank and re-join the Bank's service afresh.



## 10. GENERAL INSTRUCTIONS:

- (a) Candidates have to register on-line through Bank's website only. No other means of applications shall be entertained.
- (b) The call letters for field trial and written examination can be downloaded by the eligible applicants from the Bank's website '[www.unionbankofindia.co.in](http://www.unionbankofindia.co.in)' under "Recruitments" > "Careers Overview" link. The list of the applicants shortlisted for Field Trial and Written Examination will be published separately on Bank's website.
- (c) The applicants who are shortlisted and / or qualify for Field Trial will be informed through email and SMS in the email id and mobile number mentioned by the candidates in their online application. The Bank will not take any responsibility for any delay or failure of delivery of important communication emails/SMS to the applicants. Hence, applicants are advised to regularly track their status on the Bank's website.
- (d) The use of calculator, telephone and mobile phone of any kind, pagers or any other such instruments are not permitted during the Online Examination. The applicants are advised not to bring such gadgets as the same will not be allowed inside the venue.
- (e) The Email address / communication address indicated by the applicant in his / her application shall be deemed to be valid & correct for the purpose of sending communication to them. Every communication addressed to the applicants on this address / email shall be deemed to have served upon them.
- (f) Intimations will be sent by email and/ or sms only to the email ID and mobile number registered/provided in the online application form for this recruitment process.
- (g) The Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of the Bank and candidates are advised to keep a close watch on the Bank's website "[www.unionbankofindia.co.in](http://www.unionbankofindia.co.in)" for latest updates.
- (h) The applicant should produce System Generated Application Form and all the documents in original along with one set of photocopies, in support of his / her eligibility as per this notification, if invited for Field trial and written examination. The applicants failing to produce the Original Documents for verification will not be permitted to participate in the process and their candidature shall stand cancelled.
- (i) The applicants belonging to SC / ST Category should submit a copy of their Caste Certificate issued by the Competent Authority in the format prescribed by the Central Government of India, Dept. of Personnel and Training, Office Memo No.36012/6/88-Estt.(SCT), (SRD III), dated 24.04.1990 and No.36036/8/98-Estt. (Res.) dated 16.03.1999. The prescribed format of the SC / ST Caste Certificate is attached as Annexure-II, which, if needed, may be printed and made use of. The applicant who fails to produce the certificate will not be allowed to participate in the process.
- (j) The Other Backward Class (OBC) Certificate to be submitted by OBC applicant should be in the Format prescribed by the Government of India vide Government of India, Dept. of Personnel and Training Office Memo. No. 36033/28/94-Estt.(Res.) dated 02.07.1997 entitled "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA". **Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation and shall indicate their category as General in the online application form.** Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. The prescribed format of the OBC Certificate is attached as Annexure-III which if needed, may be printed and made use of. *The OBC certificates not on the prescribed format and / or without the creamy / non creamy layer clause will not be accepted and the applicant's candidature will be cancelled and he / she will also not be permitted to participate under the General / Unreserved category.*

- (k) The applicants serving in the Government / Public Sector Undertakings (including Banks and Financial Institutions) should submit a duly issued **“No Objection Certificate”** from the employer at the time of Field trial.
- (l) The applicants should ensure that the signatures appended by him / her at all the places, viz. in his / her application form, call letter, attendance sheet etc. are identical.
- (m) The applicants should retain sufficient copies of photographs uploaded by them in online application form. They are also advised not to alter their appearance, like by growing / shaving beard till the recruitment process is over.
- (n) The applicants will have to appear for the field trial, written examination etc. at the allotted centre/s at their own cost and risk and the Bank will not be responsible for any injury / loss etc. of any nature.
- (o) The applicants are advised to keep track of status of their applications from the Bank’s website. The personal and / or telephonic and / or e-mail and / or postal enquiries will not be entertained / responded to.
- (p) The selected applicants, who are presently in employment, will be required to produce an unconditional, clear and valid discharge certificate / relieving letter certificate from their present employer before joining the service of the Bank.
- (q) The appointment of the short-listed / selected candidate is subject to the completion of the prescribed pre-recruitment formalities, submission of notified documents, Medical Examination and being declared medically fit by Bank’s approved Doctor / Medical Centre.
- (r) The appointment of the short-listed / selected candidate will also be subject to receiving the Confidential Reports on conduct and work from their previous employer (s), if any. Further it will also be subject to receiving reports from respectable referees, police verification of antecedents, caste / class verification (all or any of which may be done even after the candidate provisionally joins the Bank).
- (s) The Bank reserves the right to reject any application at any stage of the process. The decision of the Bank in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is undertaken, the documents to be produced for the purpose of scrutiny, selection and any other matter relating to the recruitment will be final and binding on the applicant. In case it is detected at any stage of the recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false / incomplete information or has concealed or suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his / her services shall be summarily terminated without notice.
- (t) Canvassing in any form by an applicant will lead to his / her disqualification in the selection process.
- (u) The Bank reserves all the rights to alter, modify or change the eligibility criteria and / or any of the other terms and conditions spelt out in this Notification.
- (v) The Bank also reserves the right to scrap/cancel the entire process or any / all of the notified vacancies at any stage without assigning any reason.
- (w) At the time of Field Trial/appointment, the candidates will be required to provide details regarding criminal case(s) charged/pending against him/her, if any. The Bank may also conduct independent verification, inter alia including verification of police records etc. The Bank reserves the right to deny the appointment depending upon such disclosure and/or independent verification.
- (x) Any dispute arising out of this Notification shall be subject to the sole jurisdiction of the Court situated in Mumbai.

(y) Examination will be conducted in Social Distancing Mode as per the guidelines of Government of India/ State Government for COVID-19.

(z) If any candidate fails to attend/appear the field trial and written examination as the case may be due to any reason including COVID-19 infection/Quarantine guidelines imposed by respective state, the Bank will not be liable to entertain any request/representation of the candidate with regard to re-schedule/extension/change of place of examination or for any other purpose.

**11. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/USE OF UNFAIR MEANS/CHEATING:**

Candidates are advised in their own interest that they should not furnish any false, tampered with or fabricated particulars / documents and should not suppress any material information while submitting the online application form.

At the time of Examination, Field trial or in subsequent selection procedure, If a candidate is found guilty of using unfair means and / or impersonating or procuring impersonation by any person and / or misbehaving in the field trial/examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose and / or resorting to any irregular or improper means in connection with his / her candidature and / or obtaining support for his / her candidature, by any unfair means, he / she, in addition to rendering himself / herself liable to criminal prosecution, shall also be disqualified from the selection process for which he / she is a candidate, debarred from any recruitment process conducted by the Bank and terminated from the services without notice, if he / she has already joined the Bank.

**12. IDENTITY VERIFICATION:**

**IRIS SCAN/BIOMETRIC Data - Capturing and Verification**

Bank, at various stages, may capture thumb impression or IRIS of candidates in digital format for biometric verification of genuineness of the candidates. Candidate will ensure that correct thumb impression or IRIS is captured at various stages and any inconsistency will lead to rejection of the candidature. In case of any candidate found to be not genuine, apart from taking legal actions against him/her, his/her candidature will be cancelled. As such, they are advised not to apply any external matter like mehendi, ink, chemical etc. on their hands or wear contact lenses.

**Documents to be produced:**

At the time of Field trial and Written examination, the call letter along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised College/ University/ Aadhar/ E-aadhar card with a photograph/ Employee ID, should be submitted for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If the identity of the applicant is in doubt, he / she will not be allowed to appear in the selection process. The decision of the Bank in this regard will be final.

- a. Ration Card and Learners Driving License will not be accepted as valid id proof for this project.
- b. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with call letter while attending the Field trial and Written Examination, without which they will not be allowed to take up the Test.

**NOTE:** It is reiterated that applicants are advised to keep themselves regularly updated about the alerts / communication regarding the selection process through the Bank's website [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in).

**DATE: 19.04.2023**  
**PLACE: MUMBAI**

Sd/-  
**CHIEF GENERAL MANAGER (HR)**

**Guidelines for Scanning and Uploading of Documents**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

- i) Photograph Image: (4.5cm × 3.5cm)
    - Photograph must be a recent passport style colour picture.
    - Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
    - Look straight at the camera with a relaxed face
    - If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
    - If you have to use flash, ensure there's no "red-eye"
    - If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
    - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
    - Dimensions 200 x 230 pixels (preferred)
    - Size of file should be between 20kb-50 kb
    - Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
  
  - ii) Signature:
    - The applicant has to sign on white paper with Black Ink pen.
    - Dimensions 140 x 60 pixels (preferred)
    - Size of file should be between 10kb - 20kb
    - Ensure that the size of the scanned image is not more than 20kb
  
  - iii) Left thumb impression:
    - The applicant has to put his left thumb impression on a white paper with black or blue ink.
    - File type: jpg / jpeg
    - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm \* 3 cm (Width \* Height)
    - File Size: 20 KB - 50 KB
  
  - iv) Hand-written declaration Image:
    - The applicant has to write the declaration in English clearly on a white paper with black ink.
    - File type: jpg / jpeg
    - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm \* 5 cm (Width \* Height)
    - File Size: 50 KB - 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
  - If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

**NOTE:**

- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- Ensure that Photo, Signature, Thumb impression and Hand written declaration are uploaded at the specified spaces only in the online application form.

**Procedure for Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/left thumb impression/hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

**Procedure for Uploading the documents:**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

**Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.**

## IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

- (i) Scan their :
  - Photograph (4.5cm × 3.5cm)
  - Signature (with black ink)
  - Left thumb impression (on white paper with black or blue ink)
  - A hand written declaration (on a white paper with black ink) (text given below)  
Ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows -  
*“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”*
- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

**FORM OF CERTIFICATE TO BE PRODUCED BY A  
CANDIDATE BELONGING TO SCHEDULED CASTE OR  
SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM**

1. This is to certify that Sri / Smt /  
Kum\* \_\_\_\_\_ son / daughter\*  
of \_\_\_\_\_ of village / town\*  
\_\_\_\_\_ in District / Division\* \_\_\_\_\_ of  
the State / Union Territory\* \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/  
Scheduled Tribe\* under :

- \* The Constitution ( Scheduled Castes) Order, 1950 ;
  - \* The Constitution ( Scheduled Tribes) Order, 1950 ;
  - \* The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
  - \* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;
- [as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956;  
the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of  
Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the  
Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The  
State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman  
and Diu (Reorganization) Act,1987]:
- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
  - \* The Constitution (Andaman and Nicobar Islands) Scheduled  
Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled  
Tribes Orders (Amendment) Act, 1976 ;
  - \* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
  - \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
  - \* The Constitution (Pondicherry) Scheduled Castes Order 1964;
  - \* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
  - \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
  - \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
  - \* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
  - \* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
  - \* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
  - \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
  - \* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
  - \* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
  - \* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
  - \* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
  - \* The Scheduled Caste and Scheduled Tribes Orders (Amendment)Act 2002;
  - \* The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
  - \* The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
  - \* The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002.



# 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri. / Smt. / Kumari\* \_\_\_\_\_ Father / Mother\* of Sri / Smt. / Kumari\* \_\_\_\_\_ of village / town \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* issued by the \_\_\_\_\_ [Name of the authority] vide their order No. \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Smt/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District / Division\* of the State / Union Territory\* of \_\_\_\_\_

Signature

Designation

Place:

[With seal of Office]

Date:

State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

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\* Please delete the words which are not applicable.

# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer Lakshadweep).

Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

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**FORM OF CERTIFICATE TO BE PRODUCED BY  
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT  
TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Sri/Smt./ Kumari  
\_\_\_\_\_ of  
\_\_\_\_\_ of village/Town  
\_\_\_\_\_ District/Division \_\_\_\_\_ in the State/ Union  
Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ community which is recognized as a backward class  
under the Government of India, Ministry of Social Justice and Empowerment's Resolution  
No. \_\_\_\_\_ dated \_\_\_\_\_. Shri/Smt./Kumari  
\_\_\_\_\_ and/or his/her family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union  
Territory. This is also to certify that he/she does not belong to the persons /sections  
(Creamy Layer) mentioned in column 3 of the Schedule to the Government of India,  
Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993

Dated: \_\_\_\_\_ District Magistrate \_\_\_\_\_ Deputy Commissioner etc.

Seal  
\_\_\_\_\_

\* - the authority issuing the certificate may have to mention the details of Resolution  
of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20  
of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per  
Government of India Guidelines. 21